MARC21 In Your Library:
An Introduction to MARC and How It Can Work in Your Library Automation System

Photo: Carol Highsmith

Nearly everyone who works in a library should know something about MARC. Directors, reference and acquisitions staff, copy catalogers, beginning catalogers and experienced but untrained catalogers will find this workshop useful. Join the *MARC of Quality* staff for a one-day program on how to read a MARC record, and how to tell if some of the most important elements of the record are present and correct. No previous cataloging experience is required.

More Detailed Information Below

Date
Wednesday, March 3, 2004

Time
9:00 a.m. - 4:00 p.m. (Registration begins at 8:30 a.m. There is no entry to the Library of Congress prior to 8:30 a.m.)

Place
Mumford Room, 6th floor, Madison Building,
The Library of Congress
101 Independence Avenue S.E.
Washington, D.C. 20540

Metro
Capitol South (Orange and Blue Lines)

Sponsor
FLICC Education Working Group

Registration
$125—Visit the FLICC Educational Programs Web site at http://www.loc.gov/flicc/feveform.html to register online, or complete and fax this form to (202) 707-4825.

Request ADA Accommodations five business days in advance at (202) 707-6362 TTY or ACA@loc.gov.

Information
Call FLICC (202) 707-4800; TTY (202) 707-4995

Cancellations
Cancellations must be called into the FLICC office (202-707-4800) 48 hours prior to the start of an educational program or the full fee will be charged.

2/6/04

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Name_____ Title_____

Organization_____

Address_____

City, StateZip_____

Phone and Fax (include area code) Phone:_____Fax_____

FEDLINK Members: FEDLINK ID_____FY2004 IAG#2004_____Email_____

Registration Fee:
☐ Bill the registration fee to my existing FEDLINK Education/Training (FT) account.
☐ Establish an FT account or increase the funding in my existing FT account and bill the account for the workshop/program fee. Attached is an FY2004 IAG Amendment Request Transfer Pay Account Adjustment form to move funds from another of my agency's FY2004 FEDLINK accounts.

Other Federal Agencies (Non-FEDLINK Members)
☐ Attached is a standard government training form (e.g. SF182 or DD1556) or other billable document from my agency for the amount of the workshop/program. This amount covers ***the registration fee plus the FEDLINK administrative service fee of 7.75%.*** The Library of Congress will invoice my agency based on this document.

Register online at
http://www.loc.gov/flicc/feveform.html
or fax this form to

**FLICC Attn: FPE Registration
Library of Congress
(202) 707-4825**

Your registration is not complete until all appropriate documentation is received by FEDLINK and/or your account has been verified. If you will use a training form or purchase order, the originals must be submitted on site at registration.

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What is MARC and how does it tie in with cataloging to work effectively in your library's catalog? Nearly everyone who works in a library should know something about MARC.

Have you ever wondered:
- Why a book can be found by its author and yet cannot be found by its title?
- Why only six books in Spanish appear to be in your database, when you know you have sixty?
- Why the video version of *Hamlet* cannot be found without wading through all the book versions of *Hamlet* in your collection?

You can solve these fascinating types of riddles if you know just a bit about some of the confusing codes in a MARC record. Come and join your colleagues to learn how to read a MARC record, and how to tell if some of the most important elements of the record are present and correct. At the conclusion of this workshop, you should be able to read a MARC record, talk MARC and understand how errors in MARC could affect an OPAC.

Topics covered:
- Library patrons, bibliographic information and the library catalog
- The rules for bibliographic information and the standards for MARC
- MARC21 records: what are they, why do we need them and how do we get them?
- MARC21 and the computerized catalogs of today
- MARC21 terminology
- MARC21—who needs to know what?
- MARC21 codes you should know
- Indexed fields
- Display fields
- Coded fields
- Number fields
- Sample records to practice reading MARC21 Bibliographic records

For a beginning cataloger, this workshop is just the first step in your journey to excellence in cataloging. For an experienced cataloger, this workshop may reinforce your understanding of why correct MARC coding is important. For a non-cataloger, you will leave with a better understanding of how cataloging rules and MARC records work together to allow patrons to find the materials that we collect in our libraries.

(N.B. A longer and more complete version of the course handout has been published by ALA under the title MARC21 for Everyone: A Practical Guide.*)*

Presenters: D. Fritz, L. Fields, K. Nystrom, K. Anspach, or T. Grover, the *MARC of Quality*

For more cataloging training mark your calendars for these two workshops:
- **Just for Copy Cats (Copy Cataloging)—March 4-5, 2004**
- **Book Blitz I—April 13-16, 2004**